BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: <u>April 19, 2006</u>

Division: <u>Growth Management</u>

Bulk Item: Yes <u>X</u>　　No ___

Department: <u>Planning and Env. Res.</u>
Staff Contact Person: <u>Aref Joulani</u>

AGENDA ITEM WORDING: Approval to convert an existing part-time Technician, Planning position into a full-time Technician, Planning position (Pay Grade 8) at the Plantation Key Planning Department office.

ITEM BACKGROUND: The addition of this position will bring the Plantation Key Planning office in line with the office in Marathon in terms of the number of Planning Technicians, and will relieve our limited number of Planners from front desk duties. The new position will replace an existing part-time Technician.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: $34,498.00 + Benefits

BUDGETED: Yes <u>X</u>　　No ___

COST TO COUNTY: $34,498.00 + Benefits

SOURCE OF FUNDS: 148-50500

REVENUE PRODUCING: Yes ___ No <u>X</u> **AMOUNT PER MONTH**____ **Year** _

APPROVED BY: County Atty. ___ OMB/Purchasing <u>X</u> Risk Management ____

DIVISION DIRECTOR APPROVAL: _Ronda Norman_
Ronda Norman, Acting Division Director

DOCUMENTATION:　　Included <u>X</u>　　　　Not Required____

DISPOSITION:_____　　　　**AGENDA ITEM #**_____

Revised 2/05

MONROE COUNTY BOCC
INTEROFFICE MEMORANDUM

TO: TOM WILLI, COUNTY ADMINISTRATOR

FROM: AREF JOULIANI, SR. DIRECTOR OF PLANNING & ENVIRONMENTAL RESOURCES

SUBJECT: REQUEST FOR FULL-TIME PLANNING TECHNICIAN, PK OFFICE

DATE: 3/14/2006

Per our previous conversation, please accept this memo as a formal request to create another full-time Planning Technician position in our Plantation Key office. Our part-time Tech, Warren Mallet, recently tendered his resignation; so, with your permission we will incorporate the temporary position into one full-time position. The addition of a new Planning Technician will bring the PK office in line with our main office in Marathon in terms of the number of planning techs. and will relive planners from front desk duties.